PHILIP MORRIS U. S. A.

INTER-OFFICE CORRESPONDENCE

RUSH

CABARRUS COUNTY, NORTH CAROLINA

To: Distribution

Date: December 12, 1988

From: J. D. Crawford

Subject: RECORDS & DOCUMENT RETENTION PROGRAM

Philip Morris Companies, Inc. is in the process of reviewing Document and Records Retention programs company wide. Senior New York management has retained the firm of Hunton and Williams, Richmond, Virginia, to perform a survey of current operations and recommendations for implementation during 1989.

In a meeting held Friday, December 9 at the Operations Center, the objectives/guidelines and survey questionnaire were reviewed. Schedules were established in the meeting in order for Hunton and Williams to review all information during the week of 12/12 through 12/16 and provide their recommendation to senior management in New York. I have attached a copy of the objectives/guidelines and questionnaire. Please note that this questionnaire will be reviewed with Mr. Tom Slater and Ray Hartwell with the firm of Hunton and Williams on Friday, December 16, A1-2 Conference Room. (Review schedule attached.)

It is suggested that you distribute this questionnaire to those people who not only will be providing the information, but who would be able to review this information with the firm on Friday. Please submit the completed questionnaire to Billie Tripp, Admin. 2nd Floor by 1:00 p.m. Thursday, December 15.

I will be glad to answer any questions relative to this program.

JDC/jf

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